

MOUNTING AN ELEMENT IS NOT DIFFICULT!

All it takes is learning a good method for mounting, taking time as you go and paying attention to the details. Most errors have nothing to do with the mounting process and can easily be avoided. Make sure you always check for the following:

- **AM I STARTING IN THE FRONT OF THE BOOK?**
This is extremely important if you have a book with an image cut-out, an indentation on the cover or a book with either imprinting or a studio logo.
- **ARE MY PRINTS IN ORDER?**
This is a common, yet easily avoidable, mistake that can happen because prints are mounted in the wrong order.
- **AM I CONSTANTLY CHECKING TO MAKE SURE MY PRINT IS RIGHT SIDE UP IN THE BOOK?**
Sounds simple but this is, once again, easy to mistake.
- **DID I CHECK TO MAKE SURE I HAVE NOT SKIPPED A PAGE BEFORE MOUNTING?**
This happens more often than folks like to admit. Take a moment to check.

We also recommend that you **NEVER** mount an image on a diagonal. Many inexpensive peel and stick books have the release paper cut on a diagonal which they claim makes mounting easier. **IT DOES NOT.** Images must be positioned perfectly straight and mounted so that parallax does not effect your view of the image. Mounting an image on a diagonal often results in bubbles and misalignment.

FOLLOW THESE INSTRUCTIONS: You will find mounting to be easy and nearly mistake free.

STEP ONE



clean and prep

Before starting the mounting process check your print for any white edges left by the lab – trim if needed. Also check the print size – again, trim if needed. Make sure you wipe the back of the print to clear any small particles that could show through. You can use your hand, a tack cloth or canned air.

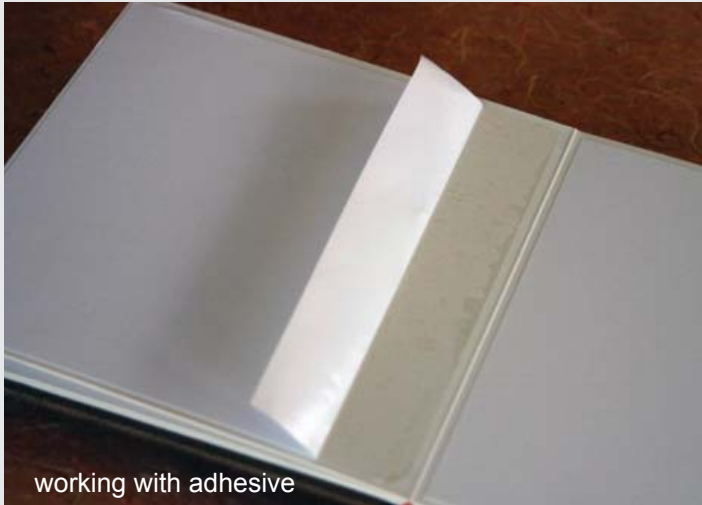
STEP TWO



positioning

Start by placing the book towards you with the seam (center) being in a horizontal position. This way you can clearly see the three outside edges perfectly and evenly. These are the edges that count the most for perfect alignment. The view from this angle will cause the least problems with parallax.

STEP THREE



working with adhesive

Working from the seam edge, with the book turned towards you, turn back the release paper about 1 inch. Make a crease and then just put it back in place. There will be no adhesive exposed.

STEP FOUR



position...again

Set your print on top of the release paper and line it up on the three outside edges. They should be perfect and with a Finao Element very little base page should show. Take your time - nothing will stick.

STEP FIVE



ready to mount

When you have the print exactly where you want it, place your fist firmly in the middle of the page and hold down tight. With your other hand, lift the seam edge of the print and peel the release paper back. This is easy because you have already loosened it and made the crease.

STEP SIX



temporary tacks

IMPORTANT - with your fist still in place take your finger and touch the print to the adhesive with three little taps; left, middle and right. This is all you need to do to hold the print in place. Now check the placement again. A good rule about these things is - they don't self correct. If it isn't straight now, it won't improve. At this point you can lift the print, put the release paper back in place and start over.

STEP SEVEN



press lightly

If the print is exactly where you want it then just press lightly on the top where the print is exposed to the adhesive. Again, check! At this point you will still be able to remove the print but might damage it. Not a huge problem as the book will remain perfect and usable.

STEP EIGHT



peel & pat

If all is still ok, reach under the print and simply pull the release paper down in a straight line. Pat lightly with your hand in the center as you pull. No need for rollers, no need to go terribly slow, no need to fuss. Just pull and pat. The print will naturally fall into place and there will be no bubbles or issues.

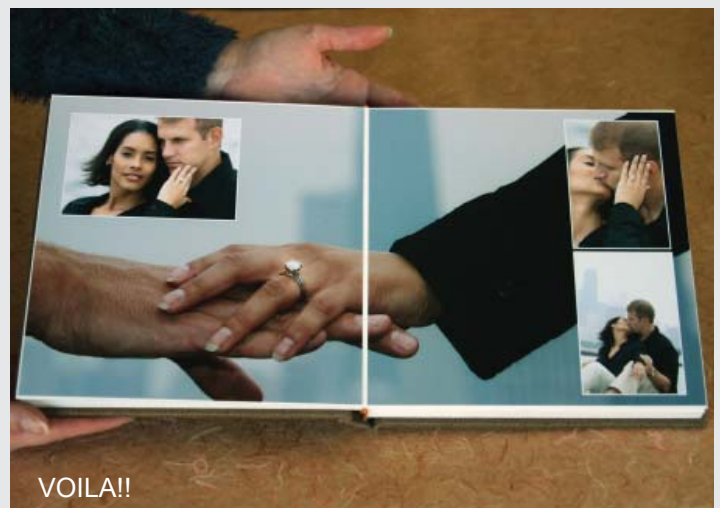
STEP NINE



rinse & repeat

Rotate the book and begin working on the opposing page. If your design extends across the middle make sure that you line up both the top and bottom of the print and also that the design lines up perfectly.

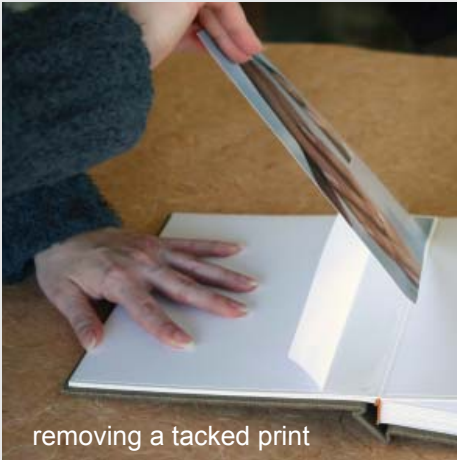
STEP TEN



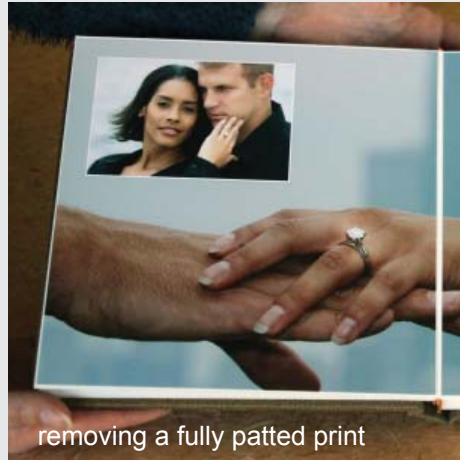
VOILA!!

Continue working, repeating the process and remember that haste makes for mistakes. Take the time to clean the back of the print. Check to make sure you have the right print, right side up. Check the alignment on each print. Taking care with each image will assure success.

HELPFUL HINTS



removing a tacked print



removing a fully patted print



saved adhesive

Images can be removed if you have only lightly tacked them down. When the image is completely down it becomes very difficult to lift. Lightly tacked at only the top will come off fairly easily. The print may get damaged but the book should be fine.

Prints placed out of order or upside down can have a replacement print mounted right on top and no one will spot the correction.

If you have completely laid the print down, we suggest you put the book in the freezer for a few hours – open to the page with the crooked print. After about two hours the adhesive will be frozen and loses it's tack. Start at one edge and remove carefully. The print won't make it but the book and adhesive should be fine. Be careful as you work the print up – moving too quickly will tear the print and make getting the backing off the adhesive difficult.

When the print has been removed, replace the release paper and let the book warm up before mounting another print.

While this method has worked successfully for some people, please be aware that it may not work all the time so use at your own risk.

COVER IMAGES

MOUNTING A COVER IMAGE CUT-OUT:

First, you will need to gently bend and slide the image into the opening and slide it up behind the cover material leaving enough space at the bottom of the opening to place a $\frac{1}{2}$ " x $\frac{1}{2}$ " piece of double-sided adhesive.

Then, peel off one side of the adhesive and place it on the base of the cut-out. Peel off the remaining top sheet on the base adhesive to reveal it and then very carefully slide the image down over the adhesive. Once the print is in place, push the print down to secure it to the adhesive.

MOUNTING A COVER IMAGE INDENTATION:

Take your cover image and mount it to one side of a piece of double-sided adhesive that covers the entire back of your cover image. Trim off any excess adhesive and make sure your image is the proper size. Trim again if necessary. Once the desired size is reached, peel off the back of the adhesive and place the cover image into the cover indent and press it down firmly to adhere.